

# Manual

The Training Desk Reference was developed by the Standards and Training Section of the Department of Criminal Justice Services (DCJS) to assist chiefs of police, sheriffs agency administrators, personnel officers and training coordinators in the discharge of their duties as related to employment and training standards for their criminal justice personnel. This desk reference was prepared as a quick, accessible resource. The Criminal Justice Training Reference Manual is the primary, comprehensive manual of rules, policies and procedures which have been adopted by the Criminal Justice Services Board and DCJS. The rules, policies and procedures are referenced in this publication, within each specific topic.

The Criminal Justice Training Reference Manual and the Training Desk Reference are located on the DCJS web site: <http://www.dcjs.state.va.us/>. Click on Training & Standards, then click on Criminal Justice Training Reference Manual or Training Desk Reference.

If you have any questions after reviewing the material provided, please contact the appropriate staff person listed in this document.

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# Guide To Accessing Information and Assistance

The Standards and Training Section is charged with developing and monitoring training standards, delivering training, technical and program assistance and coordinating activities related to the enhancement of criminal justice services. The programs and services offered by the section are diverse and varied and a talented and dedicated staff is available to assist you. The following list is provided to assist you in locating the appropriate staff person within the Standards and Training Section to contact to answer questions or seek information and/or assistance. We have listed those areas where the most frequent inquiries arise. For each area/issue a primary and secondary contact is listed. Most requests should first be addressed to the Field Coordinator in your region. Following the list of contact points, is an alphabetical listing of the telephone numbers for individuals in the section.

<b><i>Area/Issue</i></b>	<b><i>Primary Contact</i></b>	<b><i>Secondary Contact</i></b>
Academy Certification .....	Field Coordinator .....	John Byrd
Academy Funding .....	John Byrd .....	Ron Bessent
Auxiliary Officer Training .....	Field Coordinator .....	George Gotschalk
Civil Process Training .....	Eugene Claiborne .....	Dale Kastleberg
Court Security Training .....	Eugene Claiborne .....	Dale Kastleberg
Criminal History Record Information .....	Ron Dooley .....	George Gotschalk
Curricula Approval .....	Field Coordinator .....	George Gotschalk
Defensive Tactics Instructor Training .....	Bill Edmundson .....	John Byrd
Driving Instructor Training .....	Doug Cooley .....	John Byrd
Exemptions, Extensions .....	Field Coordinator .....	George Gotschalk
Firearms Instructor Training .....	Doug Cooley .....	John Byrd
Instructor Patches .....	Colette Brown .....	Donna Bollander
Instructor Training .....	Colette Brown .....	John Byrd
Jail Officer Training .....	Eugene Claiborne .....	Dale Kastleberg
Job Task Analysis .....	Judy Kirkendall .....	Ron Bessent
Legislation .....	Ron Bessent .....	George Gotschalk
Liaison Committee .....	Ron Bessent .....	John Byrd
Officer Certification .....	Field Coordinator .....	John Byrd
Officer Decertification .....	Field Coordinator .....	George Gotschalk
Officer Employment Records .....	Donna Bollander .....	John Byrd
Partial In-Service Credit .....	Field Coordinator .....	George Gotschalk
Part-Time Officers .....	Field Coordinator .....	George Gotschalk
Radar Instructor Training .....	Doug Cooley .....	John Byrd
Records .....	Donna Bollander .....	John Byrd
Regional Academy Policy .....	Ron Bessent .....	John Byrd

***Continued***

Research .....	Ron Bessent .....	George Gotschalk
Studies .....	Ron Bessent .....	George Gotschalk
Training Status and Records Requests ...	Donna Bollander .....	Colette Brown
Waivers .....	Field Coordinator .....	George Gotschalk

***Standards and Certification Section Individual Phone Numbers***

Ammerman, Mark .....	Jail Training Coordinator .....	(804) 786-3192
Benn, Gary .....	Jail Training Coordinator .....	(804) 786-3192
Bessent, Ronald .....	Criminal Justice Program Manager .....	(804) 786-7802
Bollander, Donna .....	Administrative Procedures Specialist ..	(804) 786-7897
Brown, Colette .....	Criminal Justice Program Analyst .....	(804) 786-1521
Byrd, John .....	Criminal Justice Program Manager .....	(804) 786-6375
Claiborne, Eugene .....	Jail Training Manager .....	(804) 786-3204
Clark, Paul .....	Region II Field Coordinator .....	(804) 559-4338
Cooley, Doug .....	Region I Field Coordinator .....	(540) 980-6136
Dooley, Ronald .....	CHRI Field Coordinator .....	(703) 250-3402
Dyer, Don .....	Jail Training Coordinator .....	(804) 786-0058
Edmundson, William .....	Region III Field Coordinator .....	(757) 474-0709
Gotschalk, Jr., George .....	Section, Chief .....	(804) 786-8001
Gray, Sharon .....	Jail Training Coordinator .....	(804) 786-3213
Kastelberg, Dale .....	Program Support Technician .....	(804) 786-3192
Kirkendall, Judy .....	Job Task Analysis Administrator .....	(804) 786-8003
Ludwig, Paul .....	Jail Training Coordinator .....	(804) 786-3194
Montgomery, Terry .....	Jail Training Coordinator .....	(804) 786-3192
Nowlin, Thomas .....	Executive Secretary .....	(804) 786-6348
Smith, Aisha .....	Office Services Specialist .....	(804) 786-1521
VACANT .....	Jail Training Coordinator .....	(804) 786-3191

***Regional Field Coordinators***

*(Refer To Regional Field Coordinator Map, Appendix A)*

<b>Doug Cooley</b> (Region 1) .....	Ofc (276) 228-1122 .....	Pgr (540) 297-2422
	e-mail dcooley@dcjs.state.va.us	
<b>Paul Clark</b> (Region 2) .....	Ofc (804) 559-4338	
	Pclark@dcjs.state.va.us	
<b>William R. Edmundson</b> (Region 3) ..	Ofc (757) 474-0709 .....	Pgr (757) 629-3790
	e-mail bedmundson@dcjs.state.va.us	

***Criminal History Records Field Coordinator***

<b>Ron Dooley</b> (CHRI Coordinator) .....	Ofc (703) 250-3402 .....	Pgr (703) 702-0375
	e-mail rdooley@dcjs.state.va.us	

# Employment Issues

## ***A. Conditions of Employment:***

Prior to appointing an individual to the position of a law enforcement officer or deputy, it is the statutory responsibility of the employing agency to ensure that the requirements set forth in Section 15.2-1705, Code of Virginia are met. Each applicant must meet the following requirements prior to employment:

1. Be a United States citizen;
2. Undergo a background investigation including a fingerprint-based criminal history records inquiry to the Central Criminal Records Exchange and the Federal Bureau of Investigation;
3. Possess a high school education or have passed the General Education Development exam;
4. Possess a valid driver's license if required by the duties of office to operate a motor vehicle;
5. Undergo a physical examination, subsequent to a conditional offer of employment, conducted under the supervision of a licensed physician.
6. Be at least 18 years of age;
7. Not have been convicted of or plead guilty or no contest to a felony or any offense that would be a felony if committed in Virginia; and
8. Not have produced a positive result on a pre-employment drug screening, if such screening is required by the hiring law-enforcement agency, where the positive result cannot be explained to the law-enforcement agency administrator's satisfaction.

Section 15.2-1705 prescribes that, upon request of a sheriff or chief of police or agency administrator, the Department of Criminal Justice Services (DCJS) is authorized to waive the requirements set forth for good cause shown. DCJS will consider waiver of the requirements of § 15.2-1705, Code of Virginia upon completion of a DCJS Form W-1, "Application for Waiver of Minimum Qualifications" (See Appendix). Supporting documentation, which clearly and completely identifies the employing agency's need for requesting the waiver, must accompany each application for waiver.

DCJS has developed a specific policy regarding the waiver of employment requirements. If you would like a copy of the employment waiver policy, contact DCJS or you may print a copy from the DCJS web site.

## ***B. Registration of Employment - DCJS Form 21***

*(See Appendix B,2)*

The Department of Criminal Justice Services records the employment history, training history and instructor certifications of all criminal justice personnel to whom regulations promulgated by the Criminal Justice Services Board apply. A "DCJS Form 21 - Registration Form" must be submitted by the chief of police, sheriff or agency administrator on the following categories of personnel:

1. Full-time, part-time or auxiliary law enforcement officer §9.1-102(2), §9.1-114 and §15.2-1731
2. Full-time or part-time jailor §9.1-102(9)
3. Full-time or part-time courthouse and courtroom security officer §9.1-102 (5), §53.1-120
4. Full-time or part-time process service officer §9.1-102 (8)
5. Full-time or part-time dispatcher §9.1-102 (10)
6. Full-time or part-time officers of the Department of Corrections, Division of Adult Institutions §9.1-102 (9)
7. Non-Custodial officers of the Department of Corrections §9-170(7)
8. Instructor only 6 VAC 20-80, 10-110

***The DCJS Form 21 must be completed in its entirety, and submitted to the Department of Criminal Justice Services within 10 days of being sworn.***

## ***C. Registration of Change of Status - DCJS Form 31***

*(See Appendix B,3)*

A "DCJS Form 31 - Change of Status" form is to be submitted within 10 working days for criminal justice officers when any of the following occur:

1. Change of primary function
2. Change in rank/title
3. Resignation
4. Retirement
5. Termination for cause
6. Death
7. Change of name
8. Secondary function for which training is required

***The DCJS Form 31 must be completed showing only the item which has changed, and submitted to the Department of Criminal Justice Services within 10 days of the change.***

# Training Issues

## ***A. Compliance With Minimum Training Standards***

Section §9.1-102 of the Code of Virginia, enables the Criminal Justice Services Board to establish minimum training standards and establish the time required for completion of training. This includes law enforcement officers, local jail officers, court security and process service officers, corrections officers of the Department of Corrections and dispatchers who dispatch law enforcement officers.

## ***B. Forfeiture of Office for Failing to Meet Training Standards***

According to § 9.1-115 of the Code of Virginia, every person who does not comply with minimum training standards within the established time shall forthwith forfeit his office, upon receipt of notice by certified mail. Such forfeiture shall create a vacancy in the office and all pay and allowances shall cease. The chief administrative officer of any agency employing a person who fails to meet such training standards must enforce these provisions. Willful failure to do so shall constitute misfeasance of office, and, in addition, upon conviction, shall constitute a Class 3 misdemeanor.

## ***C. Entry-Level Training***

1. All criminal justice officers (i.e., law enforcement, correctional, jailor, court security/process server, or dispatcher) must complete the applicable compulsory minimum entry-level training standards within 12 months of the date of being sworn, unless otherwise provided by an extension.
2. Entry-level training must be completed at a certified academy including any exemption or partial exemption requirements of the compulsory minimum training standards process.
3. Entry-level training for law enforcement officers and dispatchers requires the completion of minimum hours of field training and on-the-job training respectively, including the submission of the appropriate reporting form.

**REFERENCE:** Compulsory Minimum Training Standards

6 VAC 20-20-20, Law Enforcement Officers

6 VAC 20-50-20, Jailors/Custodial Officers

6 VAC 20-50-20, Court Security/Process Service Officers

6 VAC 20-60-20, Dispatchers

6 VAC 20-100-20, DOC Correctional Officers

## ***D. Reporting Completion of In-Service Training***

*DCJS Form 41 (See Appendix B, 3)*

1. Only certified academies can report completion of mandated training to DCJS
2. For member agencies, the academy will report completion of in-service training directly to DCJS on Form 41.
3. For non-member agencies, the academy will send a letter of completion to the agency. It is then the responsibility of the agency to forward the letter of completion to the academy to which the agency belongs for tracking and reporting as appropriate.
4. It is the responsibility of an agency that does not belong to any academy to hold all letters of completion, PIC Forms, etc. until each officer has enough hours to satisfy in-service requirements. The agency then must forward all documentation of completion to the academy that provides the final hours needed for completion of in-service requirements so that the individual(s) can be reported to DCJS on a Form 41.

## ***E. Exemption of Compulsory Minimum Training Standards***

An Exemption or Partial Exemption of the Compulsory Minimum Training Standards Process is a provision made available for those individuals with prior experience and training to comply with the compulsory minimum training standards.

### **Procedures:**

1. Section 9.1-116, Code of Virginia, provides that the chief of police, sheriff, or agency administrator of a criminal justice agency may request an exemption of the compulsory minimum training standards for individuals who are employed as a law enforcement officer, courthouse or courtroom security officer, jailor, dispatcher, process server, or DOC corrections officer providing:
  - a. The applicant must be employed by a Virginia criminal justice agency, or an offer of employment made and accepted, prior to filing the exemption request.
  - b. The applicant must have previous experience as a law enforcement officer, jailor or custodial officer, court security officer, process service officer, corrections officer, or dispatcher.



- c. The applicant must have successfully completed a recognized entry-level criminal justice officer training program in this or another state, which is comparable to or exceeds the compulsory minimum training standards established by the Criminal Justice Services Board.
2. The employing agency shall complete a DCJS W-2 Form, "Application for Exemption from Virginia Compulsory Minimum Training Standards," and attachments as required (See Appendix B,4). The application and attachments shall be submitted to the appropriate Field Coordinator.
3. If the requested exemption or partial exemption is granted, DCJS shall notify the chief, sheriff, or agency administrator and the applicant of the training to be completed. The time limit for compliance shall also be noted.

REFERENCE: 9.1-116, Code of Virginia

## ***F. Reporting Completion of Academy/Exemption Training***

It is the responsibility of the certified academy to ensure the reporting of completion of all training requirements to DCJS. For partial in-service credit, it is the responsibility of the agency to submit completion of partial in-service credit forms to the appropriate academy which will, in turn, notify DCJS when in-service training has been completed.

## ***G. Field Training***

1. Law enforcement officers are required to complete one hundred (100) hours of field training. The hundred hour requirement must be reported to DCJS on Form B-13, Revised 06-15-99. The chief of police, sheriff, or agency administrator shall submit the completed form within twelve months from the date of being sworn. Please note that field training is one of the elements required for certification as a law enforcement officer.

REFERENCE: Rule 6 VAC 20-20-20, § 2.0, III, A.- Compulsory Minimum Training Standards

2. Dispatchers are required to complete forty (40) hours of on-the-job training. On-the-job training shall be reported to DCJS on a DCJS Form D-1. The chief of police, sheriff or agency administrator shall submit the completed form within twelve months from the date of employment.

REFERENCE: Rule 6 VAC 20-100-20, § 2, 8, a.- Compulsory Minimum Training Standards

## ***H. Certification of Law Enforcement Officers and Regional Jail Officers***

According to §15.2-1706, all law enforcement officers as defined in § 9.1-101 and all jail officers as defined in § 53.1-1 must be certified through successful completion of training at a an approved criminal justice training academy in order to remain eligible for appointment or employment. For law enforcement officers, successful completion of training means completion of law enforcement entry-level training and completion of field training. For regional jail officers, successful completion of training means completion of jail officer entry-level training.

## ***I. De-certification of Law Enforcement Officers and Regional Jail Officers***

According to §15.2-1707, law enforcement officers and regional jail officers may be de-certified upon written notification from the sheriff, chief of police or agency administrator if the certified law-enforcement or jail officer has (i) been convicted of or pled guilty or no contest to a felony or any offense that would be a felony if committed in Virginia, (ii) failed to comply with or maintain compliance with mandated training requirements, or (iii) refused to submit to a drug screening or has produced a positive result on a drug screening reported to the employing agency, where the positive result cannot be explained to the agency administrator's satisfaction, which notification, where appropriate, shall be accompanied by a copy of the judgment of conviction, the Criminal Justice Services Board shall decertify such law-enforcement or jail officer. Such officer shall not have the right to serve as a law-enforcement officer within this Commonwealth until his certification has been reinstated by the Board.

## ***J. Compulsory In-Service Training***

1. Every criminal justice officer who has complied with or been exempted from entry-level training, with the exception of dispatchers, shall comply with compulsory in-service training standards.
2. Compulsory in-service training shall consist of the following:
  - a. Law Enforcement Officers (40 Hours Total)
    - 4 hours of legal training
    - 36 hours of career development/elective training
  - b. Jailors or Custodial Officers (24 Hours Total)
    - 4 hours of legal training
    - 20 hours career development/elective training

- c. Courtroom Security/Process Service Officers (16 Hours Total)
  - 4 hours of legal training
  - 12 hours of career development/elective training
- d. Officers of the Department of Corrections, Division of Adult Institutions:
  - Correctional Officers and Sergeants (24 Hours Total)
  - Lieutenants through Facility Directors (40 Hours Total)
    - 4 hours of legal training;
    - Career development/elective training
    - Correctional Officers and Sergeants - 20 hours
    - Lieutenants through Facility Directors - 36 hours
- e. Annual firearm qualification shall be completed by all criminal justice officers who are required to carry a firearm in the performance of their duty. Firearm qualification shall be conducted using the approved DCJS firearms course.
  - The agency administrator is responsible for maintaining records of annual firearm qualifications for each criminal justice officer employed by the agency who carries a firearm in the performance of duty.
  - Agency annual firearms qualification records are subject to audit by DCJS.

- 3. Compulsory training may be obtained by attending academy in-service training programs, by attending other DCJS pre-approved courses, or by applying for partial in-service credit.

REFERENCE: Rule 6 VAC 20-30-20, §§ 3, 4, & 8.- Compulsory In-Service Training Standards.

### ***K. Reporting Completion of In-Service Training***

- 1. Only certified training academies can report completion of in-service training to DCJS
- 2. Certified training academies report completion of in-service training for individuals whose agency is a member of that academy directly to DCJS. For individuals whose agency is not a member of the academy, a letter of completion is prepared and sent to the agency.
- 3. The agency is responsible for sending the letter of completion to the academy with which the agency is affiliated so that the academy can track and/or submit completion of in-service training directly to DCJS

4. The agency which is not affiliated with an academy is responsible for tracking all training completed until the individual completes enough hours to satisfy in-service training requirements. The agency is responsible for submitting all documentation to the academy which provides the final hours necessary to satisfy in-service requirements so that the academy can report completion of in-service training to DCJS.

## ***L. Partial In-Service Training Credit***

Partial in-service training credit may be approved for attendance at recognized or pre-approved training programs which are not conducted through a Virginia certified training academy or criminal justice agency. Individual partial in-service credit requests are submitted using the DCJS PIC-1, "Partial In-Service Credit" form (See Appendix B,5). The following describes the procedure for applying for partial in-service credit:

Procedures:

### **1. Individual Approval:**

- a. Requests for individual partial in-service credit shall include information relating to course dates and sponsor along with a copy of the course schedule. The course schedule shall contain the dates, times, subject and instructor for each class in the curriculum.
- b. Requests for partial in-service credit may be submitted prior to attending training, however, any requests must be submitted no later than 60 days after completion of the training course.
- c. Requests for partial in-service credit shall be submitted to the appropriate Field Coordinator.
- d. Partial in-service credit forms must be submitted to the appropriate academy within 30 days of approval by DCJS.

### **2. Course Pre-Approval:**

- a. The Department of Criminal Justice Services may pre-approve certain specialized courses where there is evidence that Virginia officers attend the training on a regular basis. A list of pre-approved courses is available upon request.
- b. The Department of Criminal Justice Services contacts the training providers directly concerning approval of these courses. A list of pre-approved courses is available from the Division of Training and Standards.

- c. Partial in-service credit forms must be submitted to the appropriate academy within 30 days of completion of training.

REFERENCE: Rule 6 VAC 20-30-20, § 5, B.- Compulsory In-Service Training Standards

## ***M. Extensions***

An extension refers to a request by a chief of police, sheriff or agency administrator for additional time for a criminal justice officer to complete compulsory entry-level, in-service or other mandated training. Such requests shall only be approved for criminal justice officers who, under specific and extra-ordinary circumstances, will not be able to complete the required training within the prescribed time period. The Criminal Justice Services Board has promulgated specific criteria for extension requests. The following are the only circumstances, provided in the rules, for which extensions can be granted:

1. Extensions that are applicable to entry-level training requirements for law enforcement dispatchers and in-service training requirements for law enforcement officers, jailors/custodial officers, court security/process service officers, and officers of the Department of Corrections, Division of Institutional Services include:
  - a. Illness;
  - b. Injury;
  - c. Military Service;
  - d. Special duty assignment required and performed in the public interest;
  - e. Administrative leave involving the determination of worker's compensation or disability retirement issues, full-time educational leave or suspension pending investigation or adjudication of a crime; or
  - f. Any other reason documented by the agency administrator. Such reason must be specified and any approval granted shall not exceed 90 days.

### **Procedures:**

1. An extension request shall be submitted prior to the expiration of the time limit required for completion of compulsory or other mandated training.

2. DCJS Form TE, Revised 10/00, requesting the extension, must be submitted by the chief of police, sheriff, agency administrator, or their authorized representative to the attention of the appropriate Field Coordinator.

#### Additional Extensions:

Requests for a additional extensions may be approved upon submission of additional extension forms by the chief of police, sheriff, or agency administrator and in accordance with the above procedures.

REFERENCE: Compulsory Minimum and In-Service Training Standards:

Rule 6 VAC 20-20-20, § 4, B.- Law Enforcement Officer

Rule 6 VAC 20-30-20, § 4, C.- In-Service Training Standards

Rule 6 VAC 20-50-20, § 4, B.- Jailor/Custodial Officer

Rule 6 VAC 20-50-20, § 4, B.- Court Sec./Process Service Officer

Rule 6 VAC 20-60-20, § 4, B.- Law Enforcement Dispatcher

Rule 6 VAC 20-100-20, § 4, B.- DOC Correctional Officer

## ***N. Instructor Certification***

All criminal justice instructors who conduct mandated training programs must be certified by the Department of Criminal Justice Services, unless otherwise exempted. Certification is available in the following areas: General Instructor, Firearms Instructor, Defensive Tactics Instructor, Driver Training Instructor, Radar Instructor and Provisional Instructor.

Instructor certification is granted for a three year period of time, with the exception of the Provisional Instructor Certification which is granted on a one-time basis and only for two years.

The following procedures are required for instructor certification:

1. The applicant shall have been employed in the criminal justice system for a minimum of two years. Employment means full-time or part-time employment as a criminal justice officer or support personnel, and may include reserve/auxiliary officer duties.<sup>1</sup>
2. The applicant shall complete a general instructor development course which meets or exceeds the standards established by DCJS. If applying for a specialized instructor certification (i.e., firearms, driver training, defensive tactics or radar), the applicant must also attend the specific skills instructor course for the specialized area for which certification is requested. It is strongly recommended that an applicant complete the general instructor development course prior to enrollment in any specific skills instructor course.

3. After completing the general instructor development course and specific skills instructor course, if applicable, the applicant shall complete a teaching apprenticeship prior to making application for instructor certification. The teaching apprenticeship must consist of mandated training conducted at a certified academy or satellite, under the supervision of a certified instructor with at least three years of criminal justice instructor experience.
4. After completing all requirements, the applicant shall submit an application to DCJS on an "Instructor Certification/Recertification Application" form (See Appendix B,6). All applications for instructor certification/recertification must be signed by the chief of police, sheriff, or agency administrator and the academy director, if applicable.
5. In accordance with the rules, a provision exists for an extension of instructor certification.
6. If necessary, instructor certification may also be suspended or revoked.

REFERENCE: Rule 6 VAC 20-80-20, Rules Relating to Certification of Criminal Justice Instructors.

## ***O. Instructor Recertification***

The following procedures are required for instructor recertification:

All criminal justice instructors who conduct mandated training programs must maintain their certification through re-certification by the Department of Criminal Justice Services, unless otherwise exempted. Re-certification is available in the following areas: General Instructor, Firearms Instructor, Defensive Tactics Instructor, Driver Training Instructor, and Radar Instructor.

1. An instructor must complete the appropriate re-certification training course prior to December 31st of the third year following initial instructor certification.
2. DCJS will use the Form 41 Training Roster, which is submitted by certified academies, as the basis for re-certifying instructors.
3. Instructor re-certification does not require the completion of an apprenticeship if submitted within the current time period of instructor certification.
4. Types of Instructor recertification:  
Academy Instructor:

- An instructor who has completed all requirements for instructor recertification and has conducted a minimum of 8 hours of evaluated mandated training at a certified academy during the three year period of certification. An Academy instructor is authorized to conduct entry-level training and mandated in-service training programs at a certified academy.

#### Agency Instructor:

- An instructor who has not met the recertification requirement of 8 hours of evaluated instruction by academy staff or students at a certified academy is not authorized to conduct mandated training at a certified academy, but may conduct agency training.
  - Agency instructors may have their status changed to academy instructor after completing the 8 hours of evaluated instruction by academy staff or students.
5. Applicants for instructor recertification, who have let their instructor certification expire, must complete the apprenticeship requirements.

REFERENCE: Rule 6 VAC 20-80-20, Rules Relating to Certification of Criminal Justice Instructors.

## ***P. College Courses***

1. In-service credit for college courses
  - a. Officers may request in-service credit for completion of college courses. Officers must complete and submit Form CC-1 to DCJS. Form CC-2 must be completed by the appropriate professor and submitted to DCJS along with the CC-1.
2. College credit for entry-level law enforcement training
  - a. Many colleges and universities have procedures for awarding credit for learning attained outside the college classroom. This includes learning acquired from work and life experience, independent reading and study, and participation in formal courses sponsored by associations, businesses, training providers, and government. Through an intensive review process, the American Council on Education (ACE) has determined that Virginia law enforcement entry-level training courses are college-level instruction and has recommended credit for them.



- b. Each college sets its own policies, and these may vary from place to place. Contact your college advisor to learn about the process for obtaining credit. If your advisor is not familiar with ACE's credit recommendations for workplace education, you and/or your advisor may call ACE directly at (202) 939-9727 or refer to the National Guide to Educational Credit for Training Programs.

## ***Q. Radar Operator Training Guidelines***

1. Initial Operator Training:
  - a. All criminal justice officers must successfully complete a DCJS approved radar operators training program prior to performing duties of traffic enforcement using radar speed measurement devices.
  - b. Approved radar operator training shall be instructed by a DCJS certified radar instructor.
  - c. All records documenting attendance and successful completion of radar instruction shall be the responsibility of the employing agency or certified training academy providing the training.
2. Radar Operator Retraining:
  - a. Every radar operator shall successfully complete radar operator retraining no later than December 31st of every third calendar year from July 1, 1991, or by December 31st of every third calendar year following completion of initial radar operator training.
  - b. Retraining can be completed by either:
    - successfully completing a written examination for radar operators as specified by DCJS policy, or
    - attending and successfully completing a minimum four (4) hour radar operator retraining session conducted by a certified criminal justice academy, a Virginia law enforcement academy or other recognized radar operator's school utilizing DCJS certified radar instructors with a curriculum established or approved by the Criminal Justice Services Board.

## ***R. DCJS Responsibility***

1. Receive and enter Forms 21, 31, and 41 in a timely manner
2. Return forms containing errors to the originating agency/academy for correction and re-submission

3. Resolve areas of conflict and concern telephonically or face to face
4. Print and distribute agency rosters to agencies for review. (NOTE: The agency roster contains the training due date)
5. Enter corrections to agency roster after receiving the appropriate paperwork from the agency, i.e., Forms 21 and 31.
6. Print and distribute a list of officers due for training to agencies and academies
7. Print and distribute a list of officers who potentially are not in compliance with training mandates
8. Receive and enter completed Field Training forms and On-the-Job Training forms
9. Receive and enter instructor applications
10. Print and distribute certificates for law enforcement officers and regional jail officers
11. Print and distribute instructor certificates and patches. (NOTE: Certificates and patches are only distributed for initial certification)

# Summary of Training Requirements for Part-Time, Auxiliary Officers and Deputy Sheriffs

Category	Form 21/31	Entry-Level Training	In-Service Training	Entry-Level Firearms	Annual Firearms	No Training
<b>PART TIME</b>						
§9.1-160 Law enforcement personnel employed by local units of government wishing to continue receiving SPA funds	X	X	X		X	
§9.1-114 Officer employed after 7/1/89 for 80 or fewer hours, unarmed						X
§9.1-114 Officer employed after 7/1/89 for 80 or fewer hours, armed				X	X	
§9.1-114 Officer employed after 7/1/89 for 81 or more hours, armed or unarmed	X	X	X		X	
<b>AUXILIARY</b>						
Noncompensated auxiliary deputy sheriff under §9.1-114				X	X	
Noncompensated auxiliary police officer, armed under §9.1-114				X	X	
Noncompensated auxiliary police officer, unarmed under §9.1-114						X
Auxiliary police officer appointed under §15.2-1733, Paragraph A, prior to 7/1/89, armed (§9.1-114 applies)				X	X	
Auxiliary police officer appointed under §15.2-1733, Paragraph A prior to 7/1/89, unarmed					X	
Auxiliary police officer appointed under §15.2-1733, Paragraph A after 7/1/89, armed (§9.1-114 applies)				X	X	
Auxiliary police officer appointed under §15.2-1733, Paragraph A after 7/1/89, unarmed					X	
Auxiliary police officer appointed under §15.2-1733, Paragraph B after 7/1/87	X	X	X		X	

# Instructor Certification Application



**FORM IC-1**

## Instructor Certification Application

Department of Criminal Justice Services  
805 E. Broad Street, Richmond, VA 23219

Applicant's Name: (Last, First, Middle Initial)

Social Security Number:

Employing Agency:

☐ Initial Certification:

- ☐ General
- ☐ Firearms
- ☐ Driver Training

☐ Recertification Requested for:

- ☐ Defensive Tactics
- ☐ Radar
- ☐ Provisional

Date requirements were completed:

Attested to: \_\_\_\_\_  
Certified Academy Director

Date: \_\_\_\_\_

Certified Criminal Justice Academy: \_\_\_\_\_  
Please Print

Certification Requested: \_\_\_\_\_  
Authorized Agent, Employing Agency

Date: \_\_\_\_\_

Employing Agency: \_\_\_\_\_  
Please Print

By submission of this application, the agency and academy requesting certification of the above named individual as a criminal justice instructor is attesting to compliance with the requirements of the "Rules Relating to the Certification of Criminal Justice Instructors" to include all employment, training and apprenticeship requirements. Specifically, the Authorized Agent of the employing agency is attesting that the applicant meets all employment requirements and requesting that the applicant be certified as an instructor. The certified academy director is attesting that the applicant has successfully completed the training and apprenticeship requirements and is qualified to be a certified instructor. The certified academy director is responsible for maintaining documentation of completion of training and completion of the apprenticeship on file for inspection and review purposes during academy re-certification.

In the event that instructor's certification expires, the instructor must complete an instructor apprenticeship in addition to attending the appropriate re-certification training program and submit this form.

# Initial Appointment



## FORM 21

### Initial Appointment

**Submit within 10 days after officer appointment to:**

Department of Criminal Justice Services  
805 E. Broad Street, Richmond, VA 23219  
Please type or print clearly

Officer's Current Name: (Last, First, Middle Initial)

Social Security Number:

Date of Birth:

Gender: (Optional-for statistical purposes only)

☐ Female ☐ Male

Race: (Optional-for statistical purposes only)

- ☐ African-American ☐ Hispanic  
☐ Asian/Pacific Islands ☐ American Indian  
☐ Caucasian ☐ Other

Education:

- ☐ Less than high school ☐ Associate Degree  
☐ High school or equivalent ☐ Four Year Degree  
☐ Some college ☐ Post Graduate Degree

Appointing Agency/Department:

Date Appointed/Hired:

Rank:

Check one of the following:

- ☐ Full time  
☐ Part time (Compensated more than 80 hours annually)  
☐ Part time (Compensated less than 80 hours annually)  
☐ Auxiliary

Designate Primary Function: (Designate below what primary function the officer will perform by checking one only)

- ☐ Law Enforcement Officer  
☐ Jail Officer/Inmate Security  
☐ Court Security/Civil Process Officer  
☐ Dispatch/Communications Officer  
☐ DOC Corrections Officer  
☐ DOC Non-Custodial Officer  
☐ Animal Control Officer  
☐ Instructor Only

For Secondary Functions: Please list all secondary functions for which you will require training and certification

- ☐ Law Enforcement Officer ☐ Dispatch/Communications Officer ☐ Animal Control Officer  
☐ Jail Officer/Inmate Security ☐ Court Security/Civil Process Officer

Section 15.2-1705, Code of Virginia, requires all police officers, deputy sheriffs, law enforcement officers and Regional Jail Officers, defined in Section 9.1-101, Code of Virginia, to meet minimum employment qualifications prior to employment. Is this officer in compliance with Section 15.2-1705, Code of Virginia (1950), as amended? ☐ Yes ☐ No

Attest: I CERTIFY that the above statements are true and correct to the best of my knowledge and that I am authorized to submit this information.

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

DCJS Form 21, Revised 09/01

**SUBMIT BLUE COPY • RETAIN WHITE COPY FOR YOUR RECORDS**

# Employment Update

**FORM 31**

## Employment Update

**Submit within 10 days after change of status to:**

Department of Criminal Justice Services  
805 E. Broad Street, Richmond, VA 23219  
Please type or print clearly

Officer's Current Name: (Last, First, Middle Initial)

Social Security Number:

Agency/Department:

Rank Changed to:

Date of Rank:

Name Change: (Provide former Last, First and Middle Name)

Change Primary Function to:

- ☐ Law Enforcement Officer  
☐ Jail Officer/Inmate Security  
☐ Court Security/Civil Process Officer

- ☐ Dispatch/Communications Officer  
☐ DOC Corrections Officer  
☐ DOC Non-Custodial Officer  
☐ Instructor Only

Date of Function Change: \_\_\_\_\_

**For Secondary Functions:** Please list any changes in secondary functions for which you will require training and certification:

- ☐ Law Enforcement Officer      ☐ Dispatch/Communications Officer      ☐ Animal Control Officer  
☐ Jail Officer/Inmate Security      ☐ Court Security/Civil Process Officer

Termination:

Employment with the above Agency/Department has been terminated for the following reason: (include date of change)

- ☐ Resigned \_\_\_\_\_  
☐ Retired \_\_\_\_\_  
☐ Terminated for Cause \_\_\_\_\_

- ☐ Deceased \_\_\_\_\_  
☐ Other (Specify) \_\_\_\_\_

**Attest:** I CERTIFY that the above statements are true and correct to the best of my knowledge and that I am authorized to submit this information.

Submitted by:

Title:

Telephone:

Date:

DCJS Form 31, Revised 09/01

**SUBMIT PINK COPY • RETAIN WHITE COPY FOR YOUR RECORDS**

# Criminal Justice Training Roster



FORM 41

## Criminal Justice Training Roster

Department of Criminal Justice Services  
805 E. Broad Street, Richmond, VA 23219

**Name of Training Facility:**

A. ENTRY-LEVEL		(ONLY THOSE OFFICERS WHO HAVE SATISFACTORILY COMPLETED THE TRAINING CHECKED AT THE LEFT OF THIS FORM SHOULD BE LISTED BELOW.)			
To report BASIC TRAINING (Entry Level) check one of the following:		Date Officer Completed School (MM-DD-YY)	VA DMV Operator's License Number	Name of Officer (Last, First, Middle Initial)	Department
<input type="checkbox"/> Law Enforcement		1.			
<input type="checkbox"/> Jailor/Custodial Officer		2.			
<input type="checkbox"/> Dispatcher		3.			
<input type="checkbox"/> DOC Correctional Officer		4.			
<input type="checkbox"/> Court Security/Process Server		5.			
(In case of a "combined school", there should be a separate roster for each group of officers who have satisfactorily completed the training for each.)		6.			
Date school started:		7.			
Number registered:		8.			
Number dropped out before completion:		9.			
Number unsatisfactorily completed:		10.			
Number satisfactorily completed:		11.			
B. IN-SERVICE		12.			
To report IN-SERVICE TRAINING, check one of the following:		13.			
<input type="checkbox"/> Law Enforcement		14.			
<input type="checkbox"/> Jailor/Custodial Officer		15.			
<input type="checkbox"/> DOC Correctional Officer		16.			
<input type="checkbox"/> Court Security/Process Server		17.			
C. INSTRUCTOR CERTIFICATION		18.			
To report INSTRUCTOR DEVELOPMENT TRAINING, check the appropriate category:		19.			
<input type="checkbox"/> Initial <input type="checkbox"/> Recertification		20.			
<input type="checkbox"/> General <input type="checkbox"/> Firearms <input type="checkbox"/> Radar		21.			
<input type="checkbox"/> Defensive Tactics <input type="checkbox"/> Driver Training		22.			
D. OTHER TRAINING (Specify):		23.			
<input type="checkbox"/>		24.			
<input type="checkbox"/>		25.			
		26.			
		27.			
		28.			
		29.			
		30.			
		31.			
		32.			
		33.			
		34.			

(Continue listing on reverse side if necessary. Also, complete certification on reverse side.)

FOR DCJS USE ONLY

AGENCY ID: \_\_\_\_\_ TRAINING CODE: \_\_\_\_\_

Revised 11/01

# Criminal Justice Training Roster

(Continued)



FORM 41

## Criminal Justice Training Roster

(Continued)

INSTRUCTIONS	Date Officer Completed School (MM-DD-YY)	VA DMV Operator's License Number	Name of Officer (Last, First, Middle Initial)	Department
<p>Dates should be expressed numerically as six digits (Month-Day-Year). For example: February 9, 1997 should be reported as 02-09-97; October 28, 1997 as 10-28-97, etc. If the same date is repeated consecutively in the column for Completion Date of Training, "ditto marks" may be used to indicate the repetition of the date.</p> <p>If the officer does not have a driver's license issued by the Virginia Department of Motor Vehicles, his or her Social Security number should be entered in the column headed "VA DMV Operator's Number". This number is essential for accurate processing of training data by the Department of Criminal Justice Services.</p> <p><b>ONLY one (1) Category of Certification (ENTRY-LEVEL, IN-SERVICE, or INSTRUCTOR DEVELOPMENT) may be transmitted per 41 Form.</b></p>	35.			
	36.			
	37.			
	38.			
	39.			
	40.			
	41.			
	42.			
	43.			
	44.			
	45.			
	46.			
	47.			
	48.			
	49.			
	50.			
	51.			
	52.			
	53.			
	54.			

I certify that the above-listed individuals have complied with the applicable rules relating to compulsory training standards or applicable requirements for specialized training, and have satisfactorily completed a school approved by the Department of Criminal Justice Services.

Name of School Director: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



# Field Training for Law Enforcement



## FORM B-13

### Field Training for Law Enforcement

Department of Criminal Justice Services  
805 E. Broad Street, Richmond, VA 23219

Officer's Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Department: \_\_\_\_\_

Academy Attended: \_\_\_\_\_

Academy Completion Date: \_\_\_\_\_

Field Training Section	Performance Outcomes	Date Completed	Not Applicable	Field Training Instructor Initials
Department Policies, Procedures and Operations	Performance Outcomes Numbers 10.1 - 10.46			
Local Government Structure and Local Ordinances	Performance Outcomes Numbers 10.47 - 10.52			
Court Systems, Personnel, Functions and Locations	Performance Outcomes Numbers 10.53 - 10.56			
Resources and Referrals	Performance Outcomes Numbers 10.57 - 10.59			
Records and Documentation	Performance Outcomes Numbers 10.60 - 10.68			
Administrative Handling of Mental Cases	Performance Outcomes Numbers 10.69 - 10.72			
Local Juvenile Procedures	Performance Outcomes Numbers 10.73 - 10.77			
Detention Facilities and Booking Procedures	Performance Outcomes Numbers 10.78 - 10.81			
Facilities and Territory Familiarization	Performance Outcomes Numbers 10.82 - 10.89			
Miscellaneous	Performance Outcomes Numbers 10.90 - 10.95			

*I certify that the above referenced officer has demonstrated competency in all the performance outcomes listed on this form, in compliance with §9-170.2 of the Code of Virginia (1950) as amended, and the regulations of the Criminal Justice Services Board.*

\_\_\_\_\_  
Signature of Agency Administrator

\_\_\_\_\_  
Date

# College Course In-Service Credit Application



**FORM CC-1**

## College Course In-Service Credit Application

Department of Criminal Justice Services  
805 E. Broad Street, Richmond, VA 23219

Name of Applicant: \_\_\_\_\_ SSN: \_\_\_\_\_

Department: \_\_\_\_\_

Requested By: \_\_\_\_\_ Title: \_\_\_\_\_

*Signature of Agency Administrator*

Name of Course: \_\_\_\_\_

College Attended: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

### **In-Service Training Type Requested:**

- |   |   |
|---|---|
| <input type="checkbox"/> Law Enforcement              | <input type="checkbox"/> Jailor/Custodial Officer |
| <input type="checkbox"/> Court Security/Civil Process | <input type="checkbox"/> Correctional Officer DOC |

Number of Total Hours Requested: \_\_\_\_\_ Legal: \_\_\_\_\_ Job Related: \_\_\_\_\_

I certify that I successfully completed the named college course for the hours indicated:

\_\_\_\_\_  
*Signature of Criminal Justice Officer Attending College Course*

\_\_\_\_\_  
*Date*

**\* This form must be accompanied by DCJS form CC-2 completed by the course coordinator/college professor instructing the course.**

### **To Be Completed By DCJS**

- |                      |   |  |
|----------------------|---|--|
| <b>Approved for:</b> | <input type="checkbox"/> Law Enforcement          | <input type="checkbox"/> Department of Corrections     |
|                      | <input type="checkbox"/> Jailor/Custodial Officer | <input type="checkbox"/> Court Security/Process Server |

**Hours Approved:** Legal: \_\_\_\_\_ Career Development/Elective: \_\_\_\_\_

**Total In-service Credit Hours Approved:** \_\_\_\_\_

\_\_\_\_\_  
*Signature of DCJS Staff Member*

\_\_\_\_\_  
*Date*

# College Course In-Service Credit Attest



**FORM CC-2**

## College Course In-Service Credit Attest

Department of Criminal Justice Services  
805 E. Broad Street, Richmond, VA 23219

Name of Student: \_\_\_\_\_ SSN: \_\_\_\_\_

Name of Course Attended: \_\_\_\_\_

Name of College/University Attended: \_\_\_\_\_

Name of Course Coordinator/Professor: (Typed or Printed) \_\_\_\_\_

Semester/Quarter Attended: \_\_\_\_\_

**Course Description: (To be completed by Course Coordinator/Professor)**

*\* Please provide a synopsis or attach a course syllabus of the course indicating a description of the material covered and method(s) of presentation.*

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**I certify that the student indicated above completed the course listed with a minimum passing grade of "C" or better or successfully completed a pass/fail course and attended a minimum of \_\_\_\_ contact hours of classroom presentation.**

Signature of Program Coordinator/Professor \_\_\_\_\_

Date \_\_\_\_\_

# Instructor Patch Order Form



**FORM I-P**

## Instructor Patch Order Form

Department of Criminal Justice Services  
805 E. Broad Street, Richmond, VA 23219

*Please type or print clearly*

Name of Officer \_\_\_\_\_ SS: \_\_\_\_\_

Address: \_\_\_\_\_

Current Criminal Justice Employer: Current Instructor Certification Held:

- ☐ General Instructor
- ☐ Firearms Instructor
- ☐ Radar Instructor
- ☐ Driver Training Instructor
- ☐ Defensive Tactics Instructor

### PATCH ORDER

Type of Patch	Price	Number Ordered	Total
General Instructor	\$1.00 each	_____	_____
Firearms Instructor	\$1.00 each	_____	_____
Radar Instructor	\$1.00 each	_____	_____
Driver Training Instructor	\$1.00 each	_____	_____
Defensive Tactics Instructor	\$1.00 each	_____	_____
<b>Subtotal</b>			_____
Sales Tax (4.5%)			_____
Shipping and Handling for more than 5 patches (\$3.50)			_____
Shipping and Handling for less than 5 patches (\$1.75)			_____
<b>TOTAL</b>			_____

The order will not be filled if the officer named above does not currently maintain certification in the instructional area for which the patch is ordered or if not currently employed by a Virginia Criminal Justice Agency.

I attest that I am currently certified as a criminal justice instructor by the Virginia Department of Criminal Justice Services in the categories for which I am purchasing an instructor patch(es) being ordered are for my use only and shall not be transferred to or redistributed to any person(s).

\_\_\_\_\_  
Signature of Purchaser

\_\_\_\_\_  
Date

\_\_\_\_\_  
DCJS Verification

# Individual Partial In-Service Credit



## FORM PIC-1

### Individual Partial In-Service Credit


Department of Criminal Justice Services  
805 E. Broad Street, Richmond, VA 23219

Officer's Name: (Last, First, Middle Initial)		OLN:	
Agency:			
Requested By:			
Signature of Agency Administrator		Title	
<b>PART A: COURSE INFORMATION</b>			
Course Title:			
Course Dates:	From:	To:	Hours of Training Received:
Course Location:			
Course Sponsor:			
I certify that the above individual successfully completed the named training for the hours of training indicated.			
Date	Signature of Officer Attending Training		
	Typed or Printed Name of Course Coordinator		
Date	Signature of Course Coordinator		
<b>NOTE: Upon Completion of PART A, Send this form to DCJS at the address listed above</b>			
<b>PART B: FOR DCJS USE ONLY</b>			
Approved for: <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Jailor/Custodial Officer <input type="checkbox"/> Department of Corrections <input type="checkbox"/> Court Security/Process Server			
Hours Approved:	Legal:	Career Development/Elective:	
Total In-Service Credit Hours Approved			
Date	DCJS Authorized Signature		Title

**NOTE: Upon Completion of PART A & B, submit this form to your certified training academy**

Revised 11/2001

# Application for Waiver of Minimum Qualifications

		<b>FORM W-1</b>	
<b>APPLICATION FOR WAIVER OF MINIMUM QUALIFICATIONS</b>			
<b>Section 15.2-1705 Code of Virginia (1950), as amended</b>			
Return to: Department of Criminal Justice Services 805 E. Broad Street, Richmond, VA 23219			
Applicant's Name: (Last, First, Middle Initial)		Social Security Number:	
Date of Birth:	Agency Requesting Waiver:	Date of Pending Employment:	
<b>Waiver Requested for the Following:</b>			
<i>Section 15.2-1705, Code of Virginia, (1950) as amended, provides that the Department of Criminal Justice Services may waive the requirements for minimum employment qualifications for good cause shown. Applications cannot be considered unless adequate written justification of good cause is provided. Please attach an explanation of good cause for waiver of the minimum employment qualification as indicated below.</i>			
<input type="checkbox"/> Citizen of the United States		<input type="checkbox"/> High School Diploma/GED Equivalency	
<input type="checkbox"/> Physical Examination		<input type="checkbox"/> Valid Virginia Driver's License (Complete Information Below)	
<input type="checkbox"/> Background Investigation		Current State of Licensure and License Number:	
		State _____ Operator's License # _____	
<b>Attest:</b>			
<i>I certify that the information provided in this application is true and correct to the best of my knowledge, and I hereby request a waiver of the minimum qualifications as noted above.</i>			
Date _____		Signature of Applicant _____	
Date _____		Signature of Agency Administrator _____	
<b>For DCJS Use Only:</b>			
<input type="checkbox"/> Request Approved		<input type="checkbox"/> Request Denied	
Reasons/Conditions:			
_____			
_____			
_____			
Date _____		DCJS Authorized Signature _____ Title _____	

Revised 6/01

# Application for Exemption From Virginia Compulsory Minimum Training Standards



## FORM W-2

### APPLICATION FOR EXEMPTION FROM VIRGINIA COMPULSORY MINIMUM TRAINING STANDARDS

Section 9-173, Code of Virginia (1950), as amended

Submit within 30 days of employment to:

Department of Criminal Justice Services, 805 E. Broad Street, Richmond, VA 23219

**NOTE: Employing Agency and Applicants must complete Parts A, B, D, E, F, G on both sides of this application**

#### A. IDENTIFICATION

Applicant's Name: (Last, First, Middle Initial)

Social Security Number:

Title or Rank:

Date of Birth:

Employment Date:

Employing Department:

#### B. TYPE OF EXEMPTION (Please check one)

☐ Law Enforcement Officer

☐ Dispatcher

☐ Court Security/Process Server

☐ Jailor or Custodial Officer

☐ Corrections Officer, Department of Corrections

**COMPLETE D, E, F, G ON REVERSE SIDE**

#### C. DCJS ACTION (DCJS Use Only)

##### ☐ 1. Approved Upon Conditions:

Exemption approved upon completion of:

a. Options: \_\_\_\_\_

b. Options to be completed by: \_\_\_\_\_

c. Field training/On-the-job training required: ☐ Yes (form attached) ☐ No

d. Notification of compliance submitted to this office by: \_\_\_\_\_  
(Form 41 Reporting Roster or letter from Academy Director)

##### ☐ 2. Exemption Not Approved:

Reason(s): \_\_\_\_\_

Date

DCJS Authorized Signature

Title

# Application for Exemption From Virginia Compulsory Minimum Training Standards

(Continued)

## D. FORMER EMPLOYMENT

List all previous employment as a criminal justice officer/dispatcher in chronological order

EMPLOYER	DATES	POSITION

## E. TRAINING

Please list all criminal justice basic (entry-level) courses completed

NAME OF BASIC COURSE	LENGTH OF COURSE	DATES COMPLETED	SCHOOL ATTENDED

## F. CERTIFICATION

I certify that the preceding statements are true and correct

Date

Signature of Applicant

I certify that the above statements are correct to the best of my knowledge, and I request an exemption for the compulsory minimum training as designated for the above named employee.

Date

Signature of Agency Administrator

## G. NOTARY PUBLIC

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, applicant \_\_\_\_\_ whose name is signed to the foregoing instrument personally appeared before me, acknowledged the foregoing signature to be his/hers, and having been duly sworn by me, made oath that the statements in the said instrument are true.

Notary Public

My commission expires

## H. VERIFICATION (DCJS Use Only)

Employment and training status verified:

Staff initials and date

Training: DCJS Records

Out of State:

Name

Logged out and mailed:

Staff initials and date





# **Training Desk Reference**

*for Chiefs of Police, Sheriffs, Agency Administrators,  
Personnel Officers and Training Coordinators*

**Department of Criminal Justice Services  
Standards and Training Section**  
805 East Broad Street, Richmond, Virginia 23219  
(804) 786-7897 Fax: (804) 225-2398

***December 2001***

# Rank Designations in DCJS Database

<b>A</b>	Acting Chief Administrator Agency/Bureau Criminal Investigation Assistant Chief Assistant Director Assistant Warden Assistant Special Agent Charge Assistant Superintendent Auxiliary	<b>J</b>	Jailor
<b>B</b>	Bailiff	<b>L</b>	Lieutenant Lieutenant Colonel
<b>C</b>	Cadet/Police Aide Captain Chief Chief Deputy Chief Jailor Classification Officer Colonel Commander Commander II Corporal Correctional Officer	<b>M</b>	Major Manager Master Deputy Master Patrol Officer Master Trooper Matron
<b>D</b>	Deputy Chief Deputy Director Deputy Sheriff Deputy Superintendent Detective Detective Sergeant Director Dispatch/Communications Officer	<b>N</b>	Non-Custodial Employer
<b>F</b>	Fire Marshal First Sergeant	<b>O</b>	Other
<b>G</b>	Game Warden	<b>P</b>	Part-time Officer Patrolman/Officer Police Officer II Private
<b>I</b>	Inspector Investigator	<b>R</b>	Regional Jail Officer
		<b>S</b>	Security Guard Security Officer Sergeant Sheriff Special Agent In Charge Special Agent Superintendent Supervisor
		<b>T</b>	Training Officer Transportation Officer Trooper
		<b>W</b>	Warden Weight Enforcement Officer